



College Composition

English Writing 300

Course: 21005 | 3.0 units

Term: Spring 2015 | 2nd 8 weeks | March 17–May 14

Meetings: Hybrid | MW 10:00 am–11:20 am & Online | Davies Hall 102

Course Description

This course emphasizes writing and includes reading, research, and critical thinking skills essential for successful completion of a college degree. Writing assignments include expository and argumentative essays (6,000 words minimum for course) using MLA documentation and format. Reading assignments include a variety of transfer-level texts of substantial length.

Student Learning Outcomes

Upon successful completion of this course, you will be able to:

- Assess complex texts for audience, purpose, tone, and development.
- Evaluate arguments for logical consistencies and fallacies.
- Synthesize concepts and evidence from complex texts and sources.
- Compose effective transfer-level essays.
- Incorporate a variety of rhetorical strategies.
- Integrate sources using appropriate citation and formatting standards.
- Construct grammatically correct sentences employing a variety of structures and transfer-level diction.

Prerequisite

ENGWR 101 (College Writing) or 102 (Proficient Writing) with a grade of "C" or better, or placement through the assessment process. You will need to provide proof of your eligibility the first week of the course.

Instructor

Helping you to achieve your Student Learning Outcomes: **Professor Shannon Mendez**

- Email: mendezs@arc.losrios.edu (preferred method of contact)
- Voicemail: 916-286-3691 x 12557

Course Organization

The course is organized into weekly modules. Each module contains resources and activities about one or more topics.

Each "work week" begins on Monday and ends on Friday. You will study the resources before the work week begins and then complete the activities throughout the week. Some activities will be due on Wednesdays and some on Fridays. For Hybrid courses, you will complete some activities when we meet in class.

Resources

Resources for learning may include textbook chapters, online sources, non-fiction books, and lectures. They provide the comprehensive information and details that you need to learn about the topics.

Remember to study the resources before the work week begins.

Activities

Activities include practice and assessments.

You will complete practice activities to help you work toward achieving the Student Learning Outcomes. Practice may include discussions, collaborative projects, and other exercises.

Assessments allow you to demonstrate that you have met the Student Learning Outcomes. Assessments typically include quizzes and essays.



Time Management

You should plan for about 18 hours of coursework each week. (The formula for most college courses is 2 hours of outside assignments per lecture hour). Outside assignments for this course typically include research, reading, and writing. Lecture hours typically include lectures, discussions, and exercises (individual and collaborative).

- ★ **Tip:** I make information about the activities available the weekend before the work week begins for students who like to get ahead.

Course Ground Rules

Following the ground rules will ensure that the course runs smoothly and is fair for all students.

Participation

Regular attendance and class participation is vital to achieving the Student Learning Outcomes and earning college credit.

Participation in on-ground courses involves regularly attending class sessions, being on time, contributing to collaborative activities, and maintaining professional conduct.

Participation in online courses involves regularly participating in discussions, contributing to collaborative activities, and maintaining professional conduct.

Your Participation is graded.

Drop Policy

If you miss more than three class sessions, you may be dropped from the course. If you choose to drop yourself, be sure to officially drop through the Admissions Department and be mindful of the drop deadlines.

Late Work

You must submit all assignments by the due date to receive full credit*. Assignment submissions receive a 10-point penalty each day they are late. Note that some assignments are only 10 points, so you will not be able to make those up. Also, you may not be able to make up some activities because they required your collaboration with a group.

Keep the confirmation email from our LMS when you submit a paper; you may need to provide proof of submission.

* In a business setting, you might be able to miss a deadline if you work out an arrangement with your manager or client ahead of time. Therefore, let me know in advance if you will be missing classes due to medical procedures, jury duty, military service, or college activities.

Netiquette

More information about netiquette is provided in our Getting Started module. The following list highlights some key points:

- Adhere to the same standards of behavior online that you follow in real life.
- Respect other people's time and bandwidth.
- Be forgiving of other people's mistakes.

Distributive Behavior and Communication

If your communication or behavior is intended for ill will or distracts anyone from learning or teaching, you may lose Participation points and be referred to the college Student Discipline Officer for disciplinary action. Examples of obvious and not-so-obvious disruptive behavior: aggression, defiance, interrupting, excessive lateness, sleeping, offensiveness, snarky comments, nonverbal disrespect, whininess.

Plagiarism

Plagiarism is representing another's work as your own. Any time you cut and paste, you must cite the source. Any time you communicate an idea that was not yours, you must cite the source. Nobody should write a paper for you, and nobody should "fix" your paper. You can receive suggestions and instruction, but you must always have control of your paper--you make the edits yourself.

I use TurnItIn.com for plagiarism detection. I also compare essays to student emails and classwork (every piece of writing exhibits a certain skill level and tone). If an essay contains plagiarism issues, the essay grade may be lowered or receive a zero depending on the severity. If you demonstrate a pattern of plagiarism (submitting more than one essay with plagiarism issues), then you will be referred to the college Student Discipline Officer for disciplinary action.

For more information about college policies, visit [the Guide to Student Rights and Responsibilities](#).

Accommodations

If you wish to discuss academic accommodations, please contact me as soon as possible. Also contact the Disabled Students' Programs and Services at (916) 484-8545 to discuss your needs and obtain documentation. I am committed to helping all students achieve their educational goals.

Technology in the Classroom

You can use technology to help you in class. Using your technology device for activities unrelated to our class is disruptive and may negatively impact your Participation grade.

Communication Policy

Email is the best way to contact me. I typically respond to email within 24 hours, possibly longer on weekends. If you don't hear back from me within 24 hours during the weekdays, assume I did not receive your email and resend it.

When you send an email, identify yourself with your name and the course you are in. Also be sure to use complete sentences and proper grammar. Remember that your audience is an English instructor who appreciates these things.

Assignments and Grading

You will earn points for the following categories of assignments.

Category	Description	Points
Participation	Contribution and professional conduct: being present, completing your equal share of collaborative activities, and no disruptive behavior.	100
Exercises	Prewriting, outlines, drafts, and editing activities.	300
Essays	Five essays, 4-5 pages in length.	600
	Total:	1000

Your final course grade is based on the following points:

Points	Final Grade
900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

I grade all activities within a week after you submit them. If you do not receive a grade after one week, contact me to make sure I received your submission.

I do not offer extra credit or give Incompletes as grades.

Schedule

So that you can plan ahead, the following table provides the tentative schedule for the resources and activities. Please note that I may make minor adjustments as the course progresses. Details will be provided in the weekly outlines within our course website.

Week	Resources & Activities
Week 1	Resources: <ul style="list-style-type: none"> • Syllabus • Course Overview • Critical Reading
Wed, Mar 18	Activities: <ul style="list-style-type: none"> • Roll and prereqs. • Initial Self-Assessment. 10 pts. • Getting Started Quiz. 10 pts.
Week 2	Resources: <ul style="list-style-type: none"> • Basic MLA Format • The Writing Process • Fundamental Essay Organization • Rhetorical Strategies • Audience, Tone, Tense, and Mood
Mon, Mar 23 Wed, Mar 25	Activities: <ul style="list-style-type: none"> • Communication Strategy. 10 pts. • The Writing Process Quiz. 10 pts. • Essay Organization Quiz. 10 pts. • Exemplification Essay Outline. 10 pts.
Spring Recess	
Mon, Mar 30 Wed, Apr 1	
Week 3	Resources: <ul style="list-style-type: none"> • Paragraph Development • Clauses and Phrases
Mon, Apr 6 Wed, Apr 8	Activities: <ul style="list-style-type: none"> • Paragraph Development Practice. 10 pts. • Essay Draft Editing. 10 pts. • Editing Practice. 10 pts. • Exemplification Essay. 120 pts.
Week 4	Resources: <ul style="list-style-type: none"> • Non-Fiction Works • Rhetorical Analysis

	<ul style="list-style-type: none"> • Fragments, Comma-Splices, and Run-Ons
Mon, Apr 13 Wed, Apr 15	<p>Activities:</p> <ul style="list-style-type: none"> • Analysis Essay Outline. 10 pts. • Editing Practice. 10 pts. • Essay Draft Editing. 10 pts. • Analysis Essay. 120 pts.
Week 5	<p>Resources:</p> <ul style="list-style-type: none"> • Research • Subject and Verb Agreement
Mon, Apr 20 Wed, Apr 22	<p>Activities:</p> <ul style="list-style-type: none"> • Research Practice. 10 pts. • Sources. 10 pts. • Research Quiz. 10 pts. • Editing Practice. 10 pts.
Week 6	<p>Resources:</p> <ul style="list-style-type: none"> • Integrating and Synthesizing Sources • Summarizing, Paraphrasing, and Quoting • Confused Words
Mon, Apr 27 Wed, Apr 29	<p>Activities:</p> <ul style="list-style-type: none"> • Research Essay Outline. 10 pts. • Editing Practice. 10 pts. • Synthesis Practice. 10 pts. • Essay Draft Editing. 10 pts. • Research Essay. 120 pts.
Week 7	<p>Resources:</p> <ul style="list-style-type: none"> ▪ Argument ▪ Commas
Mon, May 4 Wed, May 6	<p>Activities:</p> <ul style="list-style-type: none"> • Argument Practice. 10 pts. • Argument Quiz. 10 pts. • Argument Essay Outline. 10 pts. • Editing Practice. 10 pts. • Essay Draft Editing. 10 pts. • Argument Essay. 120 pts.
Week 8	<p>Resources:</p> <ul style="list-style-type: none"> • Review
Mon, May 11 Wed, May 13	<p>Activities:</p> <ul style="list-style-type: none"> • Review Practice. 50 pts. • Final Essay. 120 pts.